

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) NAF PD 70										3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		1. Agency Position No.													
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt										8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)										11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code															
15. Classified/Graded by										Official Title of Position		Pay Plan		Occupational Code		Grade		Initials		Date									
a. Office of Personnel Management																													
b. Department, Agency or Establishment										CDC Program Supervisor (Annex Fac)		NF		1702		03		SN		10/9/08									
c. Second Level Review																													
d. First Level Review																													
e. Recommended by Supervisor or Initiating Office										CDC Program Supervisor (Annex Fac)		NF		1702		03													
16. Organizational Title of Position (if different from official title) CDC Program Supervisor (Annex Facility)										17. Name of Employee (if vacant, specify)																			
18. Department, Agency, or Establishment DEPARTMENT OF THE NAVY										c. Third Subdivision																			
a. First Subdivision COMMANDER NAVY INSTALLATIONS COMMAND										d. Fourth Subdivision																			
b. Second Subdivision										e. Fifth Subdivision																			
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.										Signature of Employee (optional)																			
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that										this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																			
a. Typed Name and Title of Immediate Supervisor										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) G. YOUNG CNIC CYP																			
Signature										Signature																			
Date										Date																			
										10/9/08																			
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.										22. Position Classification Standards Used in Classifying/Grading Position																			
Typed Name and Title of Official Taking Action S. J. NEW PRINCIPAL CLASSIFIER										Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																			
Signature										Date																			
										10/9/08																			
23. Position Review										Initials										Date									
a. Employee (optional)																													
b. Supervisor																													
c. Classifier																													
24. Remarks IMMEDIATE SUPERVISOR WILL SIGN IN BLOCK 20A TO VERIFY ACCURACY WHEN PD IS USED																													
25. Description of Major Duties and Responsibilities (See Attached)																													

**Child Development Center Program Supervisor  
(Annex Facility)  
NF-1702-03**

**Introduction**

The purpose of the Child Development Center (CDC) Program Supervisor position is to assist the CDC Director by managing a CDC annex facility and to implement and maintain a safe, developmentally appropriate program at that site. The incumbent is responsible for planning, developing and executing the operation and administration of the CDC Annex, with the support of the CDC Director. The incumbent is responsible for the overall operations of the CDC program within the Annex facility to include full time child care for children 6 weeks through 12 years of age.

**Major Duties and Responsibilities**

The duties and responsibilities of the CDC Program Supervisor can be grouped into categories, including program management, budgeting and financial management, personnel management, program operations, interactions and relationships, and compliance. These tasks are summarized below.

**Program Management**

- Coordinates with CDC Director in the development and supervision of a developmentally appropriate CDC program that promotes the social, emotional, physical and cognitive growth of children in the age categories served.
- Provides program oversight and accountability for the performance of employees and the safety of children in accordance with Department of Defense (DoD), Department of Navy (DoN), and local policies and standards.
- Applies child development philosophy/principles and DoN policies based on patron needs and program evaluation and assessment.
- Assists in the development, implementation and analysis of surveys and needs assessments of staff and patrons to ensure appropriate programming and hours of operation.
- Assists in the collection and maintenance of up-to-date statistical data for planning and reporting purposes in accordance with higher headquarters and statutory requirements and for the purpose of maximizing spaces and ensuring that resources accommodate the needs of command personnel. Data may include hours of operation, and programming needs of the military community.
- Meets with CDC Director regularly. Keeps CDC Director informed of all unusual incidents.

**Budgeting and Financial Management**

- Oversees the collection, accurate accounting and reporting of funds received from patrons.
- Ensures compliance with all regulations governing the use of appropriated and non-appropriated funds.
- Adheres to authorized methods of acquisition.

**Personnel Management**

- Responsible for the supervision of employees and volunteers. Supervisory responsibilities may include supervision of CYP Leaders, Program Assistants, Cook(s), Food Service Worker, and Operations Clerk(s).
- Assists the CDC Director with the proper and timely initiation and implementation of personnel actions and supports the CDC Director in order to assure quality related to selection, assignments, training, promotions, disciplinary actions, and recognition of employees and volunteers.
- Supports and carries out all established EEO objectives and policies in matters of personnel management and communicates support of these policies.
- Responsible for the development of a staffing schedule in accordance with established ratios and group sizes and submits it to supervisor for approval.
- Assists in establishing local performance standards for employees and volunteers using established standards and requirements and assists CDC Director with employee performance evaluations by providing input.
- Assists with the resolution of complaints related to personnel and makes recommendations to the CDC Director for corrective action as necessary.
- Works collaboratively with Training and Curriculum (T&C) Specialist to identify training needs of employees, provide or make provisions for training to accomplish those needs, and assess application of training.
- Assists with ensuring that training is competency-based and tied to career progression. Encourages and facilitates the pursuit of continuing higher education, including the Child Development Associate (CDA) credential or college-level classes.

### **Program Operations**

- Gives input into the development of CYP standard operating procedures (SOPs) as required for the efficient operation and management of facility and programs and implements these SOPs in the Annex.
- Assists with establishing and implementing a combined Parent Involvement Board (PIB) that includes parents and representatives from the CDC, Child Development Home (CDH), School Age Care (SAC), and Youth Program (YP) (as applicable to each installation).
- Gives input into the development of CYP employee and parent handbooks and assists with the distribution of these handbooks.
- Assists in ensuring that the person responsible for maintaining the Central Waiting List (CWL) is aware of vacancies within the CDC Annex program in order to ensure maximum utilization of spaces.

### **Interactions and Relationships**

- Establishes a program environment that sustains participant interest and promotes positive interactions with other children and adults. Models appropriate behaviors and techniques for working with children when working with CY Program Assistants and Leaders.
- Interacts professionally with employees, parents, volunteers and local installation command personnel.
- Participates actively and positively in managing and resolving issues with parents, volunteers, and/or employees.

### **Compliance**

- Implements policies and procedures to ensure compliance with health, fire, safety, facility, and program regulatory guidance and standards.
- Ensures compliance with law, policies, and regulations applicable to DoD CY programs.
- Assists in obtaining and retaining DoD certification and Nation Association for the Education of Young Children (NAEYC) accreditation.
- Ensures compliance with the US Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP).

#### **Additional Responsibilities**

- In the absence of the CDC Director, incumbent may assume responsibilities and perform duties and requirements of the position under supervision of CYP Director with Oversight.
- If the CYP has less than 10 CD Homes the CDC Program Supervisor may also assume the duties of the CDH Monitor.
- Completes all DoN training requirements.
- Serves as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.
- Performs other duties as assigned.

#### **Classification Factors**

##### **Factor 1. Knowledge, Skills and Abilities Required by the Position**

- An incumbent must have one of the following. A minimum of a two-year degree is preferred.
  - A Child Development Associate (CDA) credential, Military School-Age (MSA) or successful completion of the DoN standardized module training program AND 2 years of experience where the incumbent displays knowledge of and competency in developmentally appropriate programming for children and youth.
  - OR
  - 2-year degree in Early Childhood Education (ECE), Child Development, Elementary Education, Special Education, Home Economics (early childhood emphasis) or related field of study AND a minimum of 1 year of experience working with children or youth.
  - OR
  - A minimum of a four-year degree in the above fields of study.
- Knowledge of developmentally appropriate programs designed to meet the physical, emotional, social, and cognitive needs of children.
- Knowledge of child development principles, practices, and techniques.
- Experience working with military families and an understanding of military lifestyles is preferred.
- Ability to communicate effectively both orally and in writing in English and possess strong interpersonal communication skills.
- Demonstrates organizational skills necessary for program operations and employee scheduling.
- Possess maturity and judgment and be capable of handling emergency situations common to child development programs.

- Skills to apply Federal and State laws governing the detection and prevention of child abuse and/or neglect.
- Ability to maintain records and reports.
- Ability to safeguard and account for monies and equipment.
- Possess a driver's license.
- Ability to favorably pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.
- Ability to satisfactorily complete background checks IAW PL 101-647 to include a National Agency Check with Written Inquiries (NACI).

## **Factor 2. Supervisory Controls**

Works under the general supervision of the CDC Director who defines the overall objectives and program goals. Incumbent is expected to operate independently with minimum supervision. Consults with the CDC Director to obtain assistance with problems of an unusual nature or issues that require major policy decisions. Work is reviewed in terms of results, satisfaction and adherence to established standards and procedures.

## **Factor 3. Guidelines**

Operational guidelines include, but are not limited to, DODINST 6060.2, 6060.3 and 6060.4; OPNAVINST 1700.9 series; Military Child Care Act (MCCA); NAVMED P-5010; Standard Operating Procedures; accreditation criteria for National Association for the Education of Young Children (NAEYC) and other applicable instructions and regulations. The incumbent assists in the implementation of program policies, regulations, standards, and procedures to ensure the timely implementation of program goals and objectives.

## **Factor 4. Complexity**

The work includes numerous and unrelated processes and procedures concerning the wide variety of activities in a CDC. The developmental activities are conducted throughout the year. The variety of programs offered requires the incumbent to conduct regular staff planning sessions. The success of the CYP requires ongoing assessments of program and staff development as well as child and parental needs. Incumbent works and guides staff toward achieving and retaining DoD certification and NAEYC accreditation. The incumbent provides input to the CDC Director and T&C Specialist.

## **Factor 5. Scope and Effect**

The primary purpose of the position is to assist the CDC Director in the efficient operation and administration of a CDC program in an annex facility and to implement developmentally appropriate programs for the children served. This contributes to the emotional wellbeing and morale of military and civilian personnel whose children attend the CYP.

#### **Factor 6. Personal Contacts**

Personal contacts are with the CDC Director; T&C Specialist; children and their parents; employees; volunteers and base military and civilian personnel. The incumbent has other contacts with members of the general public, individually or in groups, members of national and local child care organizations, school officials and representatives of local child care organizations, and representatives of local civic volunteer groups.

#### **Factor 7. Purpose of Contacts**

Contacts are to facilitate the operation of the program, to ensure smooth implementation of programs and events and to gather new information related to child developmental programming. Contacts with children and their parents are to determine their needs in order to provide and maintain a safe, developmentally appropriate environment. Contacts with employees are to keep apprised of goals and objectives. Contacts with the military community and agencies are to coordinate available activities for the children. Incumbent is, at times, a representative before parent groups, the general public, and local civic volunteer groups.

#### **Factor 8. Physical Demands**

The incumbent may be required to do considerable walking, standing, bending, stooping and/or be able lift and carry up to 40 pounds.. The majority of the work will be done in the CDC Annex facility, including classroom settings or activity areas, and no special, physical demands are made upon the incumbent.

#### **Factor 9. Work Environment**

The work environment involves everyday risks or discomforts that require normal safety precautions typical of a wide variety of fitness and sports activities, programs and services, such as exposure to disease and injuries from lifting. The work area has adequate light, heat and ventilation. The incumbent may work an uncommon tour of duty to include evenings and weekends.